

## SAMPLE INTERN TRAINING/HANDS-ON -EXPERIENCE ROTATION PLAN

1. Purpose: This Intern Rotation Training Plan has been designed and developed for the Procurement (Contract Specialist/Administrator or Procurement Analyst) Intern Program. It is designed to be used as a guide for the development of interns who enter the program at the GS-1102-05 or 07 level. The plan sets forth the mandatory formal training and consists of three phases of Hands-On-Experience. The plan is so constructed that Phase I, II, and III training together constitute a minimum training program designed to produce a journeyman-qualified contract specialist, administrator or procurement analyst for those interns entering the program at the GS-05 or 07 level with the required qualifications. The plan can be adjusted to include rotational cross training and informal in-house training.
  
  2. Concept: The progression through this program is training and performance based. The estimated duration of this training program is 24 months, depending on previous experience, courses completed prior to starting the program, and training distracters. The on-the job training will reinforce formal training and will be accomplished by rotating through various divisions, as are available. Each contracting facility may tailor the duration and scope of the OJT rotational assignments dependent upon the organizational structure with the intent to provide experience with as wide a variety of contracting functions as possible. The objective is to provide the intern more than just "exposure" to a variety of contracting functions; the objective is to provide the intern with a broad, well-rounded, albeit limited, experiential base. On-the job Training will be conducted in three parts which are interchangeable. The Intern Rotation Training Plan is subject to adjustment depending on the nature of opportunities available during the training period. Upon beginning a scheduled on-line DAU course the interns will be scheduled four hours per day to work on the course.
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- a. Phase I (Approximately two weeks). This is a basic orientation and familiarization to the procurement career field for the intern. Phase I will consist of two weeks of orientation for all interns entering the program to include establishment of pass words/familiarization with all the web-sites that interns will be required to utilize. This will include establishing the basis for the IDP and ACRB.
  
  - b. Phase II (six and one-half months in SAP and twelve months in formal contracts; or 23 and one-half months if cradle to grave incorporating Phase III): Involves mastering basic pre-award acquisition skills and learning from an experienced Procuring Contracting Officer/Contract Specialist. These individuals serve as the mentor and will approve and/or sign all work completed by the intern. During this part, the intern will master the skills required for simplified acquisition and formal contracting, as well as the Government IMPAC purchase card.

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- c. Phase III (five months) (Cradle to grave can be worked simultaneous with Phase II): Involves mastering contract administration skills and learning from an experienced Administrative Contracting Officer/Contract Administrator.
- d. These individuals serve as mentors to the intern and will approve and/or sign all work completed by the intern.
- e. During the first year of training, the intern will successfully complete the following DAU courses:

<u>LEVEL I</u>	Date Completed
(1) CON 100: Shaping Smart Business Arrangements	_____
(2) CON 110: (On-Line) Mission Support Planning	_____
(3) CON 111: (On-Line) Mission Strategy Execution	_____
(4) CON 112: (On-Line) Mission Performance Assessment	_____
(5) CON 120: Mission Focused Contracting	_____
(6) ACQ 101: Fundamentals of Systems Acquisition Mgmt (serves as the Level I elective)	_____
(7) Intern Leadership Development Course Suggested Training (Non-mandatory)	_____
(1) Simplified Acquisition Procedures (CON 237)	_____

- f. During the second year of training, the intern will successfully complete the following DAU courses:

<u>LEVEL II</u>	Date Completed
(1) CON 202: Intermediate Contracting	_____
(2) CON 204: Intermediate Contract Pricing	_____
(3) CON 210: Government Contract Law	_____
(4) ACQ 201A: Intermediate Systems Acquisition Mgmt (serves as one of the Level 2 electives)	_____
(5) ACQ 201B: Intermediate Systems Acquisition Mgmt	_____
(6) AODC: Action Officer Development Course (serves as one of the Level 2 electives and required by ACTEDS)	_____

## COUNSELING SESSIONS

**1<sup>st</sup> Review (6 Months)** (To be conducted in conjunction with the midpoint evaluation)

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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**2<sup>nd</sup> Review (12 Months)** (To be conducted in conjunction with the annual evaluation)

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Intern Signature

Date

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Supervisor Signature

Date

**3<sup>rd</sup> Review (18 Months)** (To be conducted in conjunction with the midpoint evaluation)

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Intern Signature

Date

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Supervisor Signature

Date

**4<sup>th</sup> Review (24 Months)** (To be conducted in conjunction with the annual evaluation)

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Intern Signature

Date

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Supervisor Signature

Date

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PHASE I:

a. Describe the Contracting organization of the US Government to include the Department of Defense, Department of the Army, and the organization and mission of the Army Contracting Agency (ACA) and the \_\_\_\_\_ (insert name of host contracting center and/or Directorate of Contracting).

b. Describe the principles, policies, concepts and procedures related to the procurement process.

c. Describe in basic terms the regulatory guidance related to the procurement process.

SIGNATURE/DATE OF DIVISION CHIEF: \_\_\_\_\_

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### PHASE II:

- a) Simplified Acquisition Training Plan
- b) Formal/Complex Contracts Training Plan
- c) Support Division Training Plan

#### a) SIMPLIFIED ACQUISITION TRAINING PLAN

TASK	DATE COMPLETED	INITIALS
Review Supply Requirement for completeness		
Review Service Requirement for completeness		
Review Specifications for completeness		
Make Corrections to PR in PD2		
Add Vendor in PD2		
Prepare a Determination of Non-Personal Services		
Do market research and prepare a Commerciality Determination		
Determine if commodity is available from UNICOR or other mandatory source		
Determine if commodity is available from GSA or other available IDIQ contracts, BPA, etc.		
Determine applicable NAICS Code/size standard		
Justify Soliciting only one source		
Prepare DA 2579 Small Business Coordination Form		
Select and apply proper Wage Determinations		
Prepare/submit synopsis or justification for not synopsizing		
Prepare/Evaluate Request for Quotations		
Determine Price Reasonableness if Soliciting only One Source		
Issue/award solicitation IAW FAR Part 13.5		
Solicit/Award/Administer SAP		
Prepare purchase order document		
Select Appropriate Clauses		
Prepare an Amendment		
Prepare DD 350		
Prepare DD 1057		
Orally solicit a purchase request/prepare justification		
Prepare a Not to Exceed Purchase Order		

(If opportunity to perform is not present – obtain knowledge of the process)

DATE OF VERIFICATION OF TRAINING COMPLETION \_\_\_\_\_

SIGNATURE/DATE OF DIVISION CHIEF: \_\_\_\_\_

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b) FORMAL/COMPLEX CONTRACTS TRAINING PLAN

<b><u>TASK</u></b>	<b><u>DATE COMPLETED</u></b>	<b><u>INITIALS</u></b>
Evaluate Requirements Package for Completeness and participate in Specification Review.		
Select and Justify Method of Contracting (Describe Various factors bearing on the use of sealed bidding versus negotiation, market surveys, and other file documentation.)		
Prepare various Determinations & Findings		
Prepare a Justification and Approval (J&A)		
Coordinate and Review Best Value Evaluation Factors		
Prepare/issue solicitation/award IAW FAR Part 14 of <b>one</b> of the requirements below.		
Prepare/issue solicitation/award IAW FAR Part 15 of <b>two</b> of the requirements below.		
Solicitation for Supplies		
Solicitation for Services		
Solicitation for Construction		
Prepare/Issue a Rqmts/IDIQ Type Contract		
Prepare a POM/PNM		
Conduct or participate in negotiations/discussions		
Assist/observe response to protest		
Obtain legal reviews of solicitation/award documents		
Attend an offeror debrief and/or debrief offerors		
Synopsise contract award		

(If opportunity to perform is not present – obtain knowledge of the process)

DATE OF VERIFICATION OF TRAINING COMPLETION \_\_\_\_\_

SIGNATURE/DATE OF DIVISION CHIEF: \_\_\_\_\_

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## c) SUPPORT DIVISION TRAINING PLAN

<u><b>TASK</b></u>	<u><b>DATE COMPLETED</b></u>	<u><b>INITIALS</b></u>
Prepare or assist with preparation of Policy Document/SOP		
Attend 8 hours of Government Purchase Card Training		
Process or assist with a FOIA, if opportunity is present.		
Process a Ratification of an unauthorized commitment, if opportunity is present.		
Become familiar with the Small Business Program.		
Become familiar with Government Property Principles/Procedures		

(If opportunity to perform is not present – obtain knowledge of the process)

DATE OF VERIFICATION OF TRAINING COMPLETION \_\_\_\_\_

SIGNATURE/DATE OF DIVISION CHIEF: \_\_\_\_\_

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PHASE III:

## CONTRACT ADMINISTRATION TRAINING PLAN

<b><u>TASK</u></b>	<b><u>DATE COMPLETED</u></b>	<b><u>INITIALS</u></b>
Prepare a Delivery Order against an Indefinite Delivery Contract		
Track Fund Obligations under an Indefinite Delivery Contract		
Perform Contract File Management (Supplies)		
Perform Contract File Management (Services)		
Perform Contract File Management (Construction)		
Conduct a pre-performance Conference		
Prepare a unilateral modification to a contract (admin change)		
Prepare a unilateral modification to a contract (change order Under the Changes Clause)		
Prepare a unilateral/bilateral modification to a contract (change under Clause other than Changes)		
Review/Obtain legal approval of Performance/Payment Bonds		
Prepare COR appointment letters		
Inspect COR files		
Exercise an Option		
Terminate a contract for convenience		
Terminate a contract for default		
Perform Contract Closeout (DD 1594)		
Participate in disputes and appeals resolution as required		
Determine contractor compliance with labor laws		
Conduct labor interview/job site visit		
Review contractor property control plan as required		
Prepare a Contract Administration Plan		
Complete PPIMS Report		

(If opportunity to perform is not present – obtain knowledge of the process)

DATE OF VERIFICATION OF TRAINING COMPLETION: \_\_\_\_\_

SIGNATURE/DATE OF DIVISION CHIEF: \_\_\_\_\_